



Administrative Form 6317
PERMISSION TO TAKE CREDIT BY EXAM (CBE)

Responsible: Office of Academics: Department of Assessment

PURPOSE

This Administrative Form is required of students interested in pursuing a Credit by Exam.

PROCEDURE

1. Counselors must complete this form verifying student eligibility to take a CBE prior to the student taking a CBE.
2. Students must present the completed form to the test administrator proctoring the CBE in order to participate. Students testing at the Department of Extended Studies must present the completed form at the time of registration to take a CBE.
3. Permission to take a CBE may be granted after the student's counselor verifies: 1) the student has not earned credit in the course, 2) the student meets the full academic load requirement without the CBE, and 3) if the CBE is in mathematics or science, the student has taken the required number of courses and passed the required assessment for graduation in that subject area.

Example: Student is seeking permission to take the Algebra 1 S1 CBE:

- Student has not earned credit in Algebra 1 S1.
 - Student has not taken and failed Algebra 1 S1.
 - Student is a Senior and is taking 5 courses which meets the academic load requirement for Seniors.
 - Student has taken 3 courses in mathematics while in high school.
 - Student has passed the required graduation assessment for mathematics.
4. Qualifications:
 - a. CBE is only offered to students enrolled in a WCSD high school.
 - b. CBE is only offered to students enrolled in a WCSD high school. CBE gives the high school student an opportunity to demonstrate proficiency in a subject.
 - c. If the student has already earned credit in the course, CBE is not an option.
 - d. If the student has taken a course and failed it, CBE is not an option.
 - e. CBE may not be counted toward the minimum load requirement.
 - f. Students may not take a CBE in mathematics or science, prior to meeting

two criteria:

- i. Passing all of the required assessments for graduation for each course in that subject area; and
 - ii. Taking the number of required courses for graduation while in high school (3-math, 2-science). Example: If a student has taken the required assessment for graduation in science and has attempted two courses in science, the student would be eligible for a science course CBE.
- g. Students may only take any one CBE once in a semester and a total of two times in their high school career.
- h. Students who fail a CBE must retake the entire CBE, not just the portion they failed, on all additional CBE attempts.

REVISION HISTORY

Date	Revision	Modification
2012	1.0	Created
1/07/2015	2.0	Revised
8/15/2015	3.0	Revised
10/12/2015	3.1	Revised: Changed reference from Mastery Exam to Credit By Exam

PERMISSION TO TAKE A CREDIT BY EXAM

Student Name: _____

Student ID Number: _____ School Name: _____

Course Name and Number for CBE: _____

Counselor Name: _____

Has the student previously attempted this CBE? _____ Date _____

By signing below, the counselor verifies that the following is true:

1. The student has not earned credit in the course listed above.
2. The student meets the full academic load requirement without the CBE.
3. If the CBE is in mathematics or science, the student has taken the required number of courses and passed the required assessment for graduation in that subject area.

Counselor Signature: _____

Date: _____

To be completed after the exam is administered: **Credit by Exam Results**

Test Date:		Final Grade:	
Name of Certified Test Administrator:			
Essay graded by <i>(if applicable; must be graded by a certified, employed staff member)</i>	Name:		
	Title:		
Date Credit Posted to Transcript:			

A print out of the student's score as documented in A+ or AAPPL must be printed and attached to this form. If the exam includes an essay, the graded essay must also be attached. These documents are to be put in a CBE file by semester and stored in the Registrar's office.